

**Advertisement Number - 027/2008**

**Date – 31<sup>st</sup> March, 2008**

**Name of the Post - Assistant Commissioner (Ward Officer), under Brihan Mumbai Municipal Corporation in the Municipal Superior Service.**

**THE SYLLABUS & OTHER DETAILS OF THE SCREENING TEST WILL BE AS UNDER :-**

**The Screening Test will be held at Mumbai only on 3<sup>rd</sup> August, 2008.**

To be eligible for admission to the Screening Test, candidates must satisfy the following criteria in regard to administrative, executive or supervisory experience in responsible posts.

(1) For persons already working in the Brihan Mumbai Municipal Corporation :- Five years experience in the supervisory posts not below the rank of posts mentioned below ----

Five years experience in a supervisory post.

1.1) Office Superintendent in the pay scale of Rs.7175-11155/- or more.

1.2) Assistant Engineer in the pay scale of Rs.8010-12310/-

1.3) Assistant Medical Officer in the pay scale of 7175-11155 or more.

(2) Persons working in the State Government/Semi-Government Organisation ----

Five years experience in a supervisory post in the pay scale of Rs. 6,500-10,500 or more.

(3) Persons working in other organisation ----

Five years experience in a supervisory posts which are equivalent to above posts in pay & status.

**DETAILS FOR SCREENING TEST**

<b>Paper</b>	<b>Duration</b>	<b>Nature</b>	<b>Medium</b>	<b>Marks</b>
Paper-I	1 Hour	Objective Type	English & Marathi	100
Paper-II	1 and 1/2 Hour	Conventional	English & Marathi	50

**Common Syllabus for Paper-I and Paper-II**

**1) Public Administration :** Principles, organisational structures with special reference to Municipal Corporations, The Bombay Provincial Municipal Corporations Act, 1948. 74th Amendments to Indian Constitution, Areas of interface between the Government & the Municipal Corporations, Local Self Government.

**2) Administration and Management :** Concept of development administration, key concepts of Management-planning, organising, authority, delegation, control, Human Relations; Responsive administration, Use of MIS & Computer in Administration.

**3) Personnel Management :** Manpower planning, Recruitment and selection, Performance appraisal, Conduct rules & disciplinary proceedings, Training & development, Motivation, Leadership & Team Building.

**4) Financial Management :** Budget, Budgetary process with special reference to Municipal Corporations, Performance budgeting, Zero-base budgeting, Audit.

**5) Project Planning & Appraisal :** Project formulation & assessment, CPM & PERT operating requirement & cost viability of the project.

**6) Urban Development :** Socio-cultural background of Mumbai City, Industrial Development & urbanisation, Management of resources for urban life, slums and slumdwellers, Town Planning & slum development, Environmental, Public Health etc. peculiar problems of Mumbai & their remedies, Acts & Rules relating to them, Crisis & disaster Management-Principles and Techniques.

**7) Basic Principles of Law & Judiciary :** Fundamental rights, Personal Laws, Equity & Jurisprudence.

The candidates should note that the Screening Test will be conducted with a limited purpose of short-listing the candidates for interview. While assessing Objective type answersheets, no penalty marks will be deducted for wrong answers marked by a candidate in his answersheet. Only correct answers given by candidate will be considered for valuation purpose. The marks gained in the Screening Test will not be taken into account for final selection, which will be decided on performance of interview alone. Marks obtained in the Screening Test will not be communicated to candidates and no result will be communicated to unsuccessful candidates nor any correspondence will be entertained in this regard including representations for verification of marks.

The candidates who have been admitted to the Screening Test will be informed by admission letter of the venue and the timetable of the Screening Test. Such letters will be issued by the Commission's Office well in advance. If however, candidates does not receive such letter before three days of the test, they should come personally to the Commission's office to obtain duplicate admission letter. Duplicate letters will be issued to only such candidates whose names are there in the list of admitted candidates. Neither any correspondence will be entertained in this connection nor duplicate letters will be sent by post. As far as possible, only the candidates who are eligible in terms of this advertisement & prospectus, will be admitted for the Screening Test. However, in case of a candidate whose eligibility is disputed, may be admitted provisionally subject to verification of his eligibility. If at any stage of selection it is found that the information given by a candidate in the application is false or wrong or that a candidate does not satisfy the conditions of prescribed qualifications for the post, his candidature for the examination will be cancelled. Candidates should appear for the examination at their own expenses.

**Viva - Voce and Personality Test :-** The candidates who will qualify in the Screening Test and who are eligible for the post according to the provisions mentioned in advertisement, will alone be called for interview by Commission. All such candidates will be summoned by the Commission for Viva-Voce and Personality Test which they will have to attend at their own expenses at Mumbai.

**Place : Mumbai**  
**Date : 31<sup>st</sup> March, 2008.**

**N. S. Patwardhan**  
**Deputy Secretary,**  
**Maharashtra Public Service Commission.**